DCARC Defense Cost & Resource Center

EVM Central Repository
Submitter Guide

7/26/2014

Submitter Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the EVM-CR system:

  – Obtaining an ECA Client Certificate

  – Requesting a DCARC Portal account

  – Uploading Documents
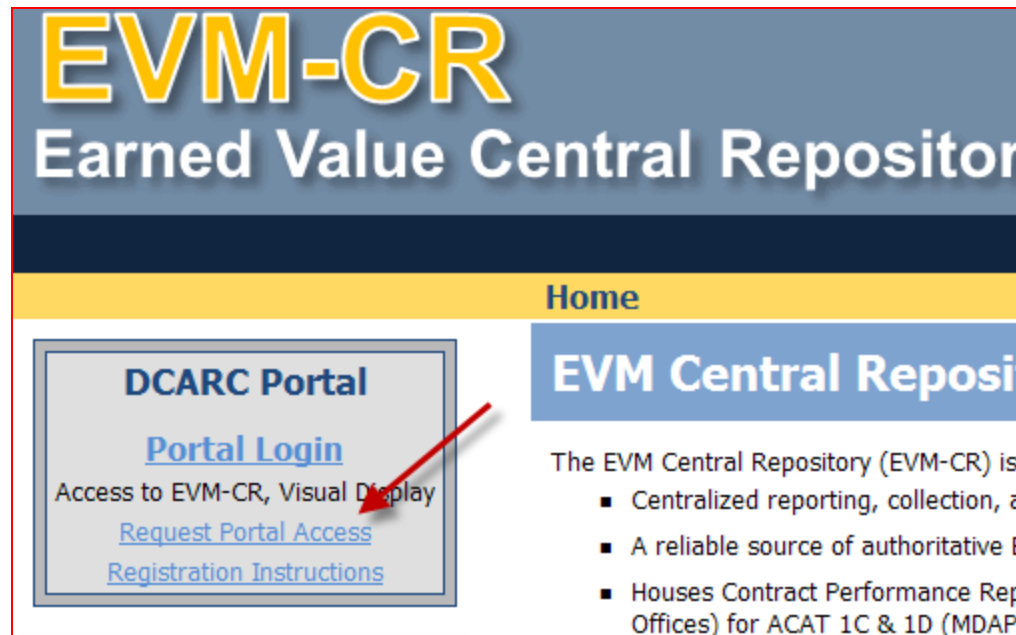
ECA Certificate

OSD

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.

- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.

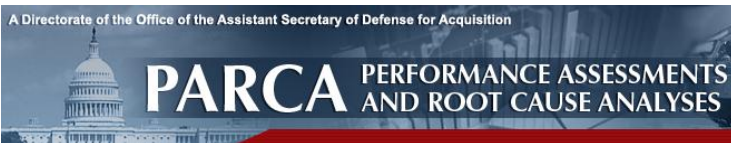- To locate approved certificate vendors please visit the ECA PKI Program Website at http://iase.disa.mil/pki/eca/index.html

Requesting an Account

- Please choose the request access link as shown below
  http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx

- Please contact us a DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.

Accessing the EVM Website

- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.

UPLOAD HOME: Current Requirements

- The screen shot below represents what you will see when going to UPLOAD HOME. Submissions in Submitting Status will be displayed at the top of the page. The ability to start a new submission will be displayed under this as shown below.

Upload Home
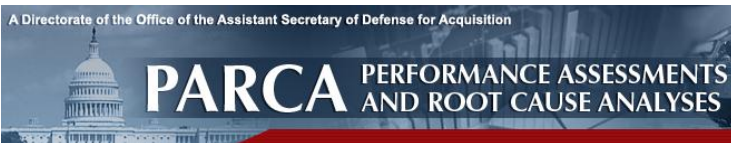(*** EVM Data Only, No CSDR Data ***)

| Submit | Task Submission Status | Assigned Contracts | Submission History |

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	test 2	24011	2014	6	IPMR Cost, Formatted Cost	Not set	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	Format 7	History
Example	N0000-00-N-0000	test 2	Start Submission	Start Submission	Start Submission	Start Submission	Start Submission

UPLOAD HOME: Continue Existing Submissions

OSD

- Here you will find submissions which require action on your part. These are either submissions that have been started but not yet submitted or submissions that the Lead Reviewer in the government program office has returned to you for edit. Click Continue or Cancel as appropriate to deal with these submissions.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

| Submit | Task Submission Status | Assigned Contracts | Submission History |

Click Continue or Cancel to interact with submissions in progress.

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	test 2	24011	2014	6	IPMR Cost, Formatted Cost	Not set	Continue	Cancel

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UPLOAD HOME: Starting a New Submission

OSD

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	Format 7	History
Example	N0000-00-N-0000	test 2	Start Submission	Start Submission	Start Submission	Start Submission	Start Submission

The above image shows the assigned contract tasks. To start a submission for any report type, simply click the Start Submission link under the report type on the row for the contract/task you wish to submit against.

If you have no current requirements and have a delivery to make, please contact DCARC SUPPORT at DCARCSupport@Tecolote.com.

UPLOAD HOME: Task Submission Status

- The task Submission Status tab will show you the status of all your submittals as shown below.

- Each of the squares is a link to start a new submission. The image below shows where to click to begin an IPMR Cost submission for the corresponding contract/task.

UPLOAD HOME: Assigned Contracts

- The Assigned Contracts tab under UPLOAD HOME provides a listing of all contracts assigned to you.

- If you are missing a contract assignment, please contact your government program office Lead Reviewer.

- If you do not know who that is, please contact the Help Desk at DCARCSupport@Tecolote.com.

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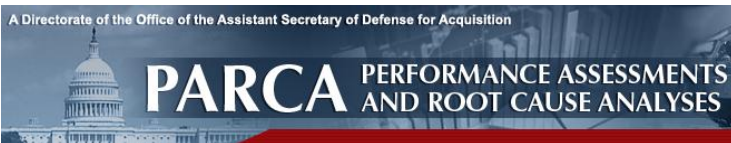
UPLOAD HOME: Submission History

OSD

- The Submission History tab will list all submissions for your assigned contracts and the status of each.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

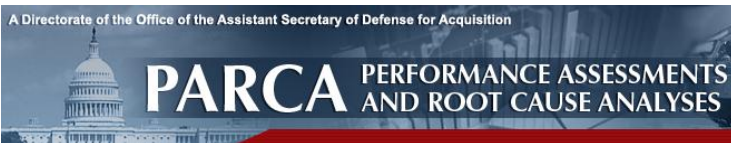| Submit | Task Submission Status | Assigned Contracts | **Submission History** |

Search Submission History

Submission ID:		Contract Number:		Report Category:	All
Submission Status:	Any Status	Program:	All Programs	
Report Date After:		Report Date Before:		

Search Submissions   Reset Filters

Hide Search History Criteria

1 2 3 4 5 6 7 8

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
24011	IPMR Cost, Formatted Cost			N0000-00-N-0000	Example	7/26/2014	Mr. Submitter	Submitting
23845	IPMR Schedule	10/22/2013	6/24/2014	N0000-00-N-0000	Example	7/5/2014	System	Published
23823	IPMR Cost	5/2/2014	6/4/2014	N0000-00-N-0000	Example	6/4/2014	Burt LeClercq	Published
23694	History	2/23/2014	4/4/2014	N0000-00-N-0000	Example	4/28/2014	System	Published

Uploading a Submission

- From the Upload Home tab, click the Submit tab.
- Click the underlined <u>Start Submission</u> link as shown here for the corresponding contract/task.

Uploading a Submission

OSD

- Once you have selected the submission you intend to upload you will see the UPLOAD SUBMISSION page.
- Click Browse to search for your file and select a file type.
- Click Upload to upload your file.

UPLOADING: XML/TRN File

- When uploading an XML file that contains data for a past time period, you will see a screen like the one shown below.

- Please verify this is the file you intended to provide by clicking CONTINUE.

- If this is not the file you intended to provide click BACK.

Back | Cancel Submission

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / test 2**
Report: **IPMR Cost, Formatted Cost** Month, Year: **Jun, 2014** Submission ID: **24012**

Files

Submission Period:
The uploaded file contains the data periods indicated below.

Report Period	Year	Month	CPR Report Date
Nov 2011	2011	11	11/27/2011

If this is the file you intended to provide, please click CONTINUE
If this is not the file you intended to provide, please click BACK

UPLOADING: XML/TRN File

- When you upload an XML or TRN file you will be brought to a screen that shows you the data extract from the file as shown here.

- Validation errors/warnings will be displayed in red.

- Please select the appropriate option and click Continue.

- Click to see Data Validation Report. (Image on following slide)

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UPLOADING: XML/TRN File

Data Quality Validation Report

- This report will display all data checks that are run and whether or not the uploaded file has passed these checks.

- The report can be downloaded to Excel by clicking the Download Report button.

Submission Data Quality Validation Reports

CPR Information

Program Name:	DeathStar	Report To Date:	5/24/2014
Contract Number:	N0000-00-N-0000	CPR Id:	174094
Contract Task Name:	Awesome Weapon Development(Test)		

Download Report

Data Validation Report

Description	Source	Passed	Failed
Share Above (Contractor Share) between 0 and 100	DAMIR	X	
Share Below (Contractor Share) between 0 and 100	DAMIR	X	
Report Period From is required	DAMIR	X	
Report Period From must be on or before Report Period To	DAMIR	X	
Completion Date must be on or After Start Date	DAMIR	X	
Estimated Completion Date Must be on or After Start Date	DAMIR	X	
Planned (Budget) Completion Date must be on or after Start Date	DAMIR	X	
OTB Date must be on or before Report Period To (or report created date)	DAMIR	X	
Management Reserve must be greater than or equal to 0	DAMIR	X	
Quantity must be greater than or equal to 0	DAMIR	X	
PMB BAC must be less than or equal to TAB	DAMIR	X	
Contract Ceiling price must be greater than or equal to Target Price	DAMIR	X	
Estimated Contract Ceiling must be greater than or equal to Estimated Price	DAMIR	X	
Target Price must be greater than or equal to NCC	DAMIR	X	
Best Case EAC must be less than or equal to Most Likely EAC	DAMIR	X	
Worst Case EAC must be greater than or equal to Most Likey EAC	DAMIR	X	
Best Case EAC must be less than or equal to Worst Case EAC	DAMIR	X	
PMB Cumulative BCWS must be less than or equal to PMB BAC	DAMIR		X
PMB Cumulative BCWS must be less than or equal to TAB	DAMIR	X	
PMB Cumulative BCWP must be less than or equal to BAC	DAMIR		X
PMB Cumulative BCWP must be less than or equal to TAB	DAMIR	X	
Authorized Unpriced Work must equal CBB - NCC	DAMIR	X	
Management Reserve must equal TAB - PMB BAC	DAMIR		X
PMB Cumulative BCWS must be greater than or equal to 0	DAMIR	X	
PMB Cumulative BCWP must be greater than or equal to 0	DAMIR	X	
PMB Cumulative ACWP must be greater than or equal to 0	DAMIR	X	
PMB BAC must be greater than or equal to 0	DAMIR		X

UPLOADING: Review & Submit

Click Submit once you have verified all information is accurate.

Submission Confirmation

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Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

If you have any questions please contact
DCARC Support
DCARCSupport@Tecolote.com

Resubmit

- If you find an error with your submission and need to resubmit, you have two options. The Lead Reviewer in the government program office will need to be contacted.

  – If the submission is still in the Pending status, they can Reject it which will allow you to create a brand new submission. Or they can return it to the Submitting status. This will allow you to access the initial submission and add or remove files as appropriate.

  – If the submission has already been Published the Lead Reviewer will need to contact the DCARC Portal Site Administrator at DCARCSupport@Tecolote.com and request that we change the status.